Instructions for Completing the Community Eligibility Provision (CEP) Student Identification List Worksheet

School Year 2025-26

School food authorities (SFAs) must use the Connecticut State Department of Education's (CSDE) Excel worksheet, *CEP Student Identification List*, to submit the names of identified students (directly certified) for the CEP. Do not complete the worksheet without first consulting your school nutrition consultant.

Section 7 CFR 245.9(f)(3) of the USDA regulations requires SFAs to determine their ISP with data for each school that operates the NSLP or SBP from **April 1, 2025**. For school year 2025-26, the Direct Certification Web Application date and the enrollment data date used to determine a school or district's ISP will be **April 1, 2025**.

Step 1

Access the CSDE's *CEP Student Identification List* Excel worksheet at https://portal.ct.gov/-/media/sde/nutrition/cep/cep_student_identification_list.xlsx.

Step 2

Use the tabs in the Excel worksheet to enter all eligible students for each district, group, or individual school site, as indicated below. "**Eligible students**" are enrolled students with access to at least one meal service daily, i.e., National School Lunch Program (NSLP) or School Breakfast Program (SBP). Reduced Medicaid (RM) students **cannot** be listed for CEP eligibility. Refer to "Description of Required Student Data for Each Worksheet Column" for a description of the required student data for each column of the worksheet.

The total number of students listed in each Excel worksheet must match the total number of students in the "Identified Students" column of the CSDE's CEP Participation Worksheets for school year 2025-26.

- **Districtwide Participation:** If CEP participation is districtwide, complete and submit one worksheet for all eligible students. List student names alphabetically first by school and then by grade. Name the Excel tab with the district name, e.g., "ABC District." **Note:** "Districtwide" means that all school sites in the district (including recipient sites under interschool agreements) are participating in the CEP. If recipient sites are not participating in CEP, complete a group form (see next bullet below).

- **Group Sites Participation:** If CEP participation is in groups, complete and submit one worksheet for all eligible students with an Excel tab for each group. List student names alphabetically first by school and then by grade. For example, if there are two groups, complete and submit **one Excel worksheet** with **two Excel tabs** and label each tab with the group name, e.g., group 1 and group 2.

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- **Individual School Site Participation:** If CEP participation is for an individual school site, complete and submit one worksheet for all eligible students with an Excel tab for each individual school site. List student names alphabetically by grade. For example, if three individual school sites are participating in the CEP, complete and submit **one Excel worksheet** with **three Excel tabs** and label each tab with the school site name, e.g., school name 1, school name 2, school name 3.

Description of Required Student Data for Each Worksheet Column

- **Column 1 – Number:** Enter numbers for each student starting with number 1 for the first student and ending with the number of the last student. For example, if you have 150 students on the students, this column will be numbered from 1 to 150.

- **Column 2 – Student ID number (SASID):** Enter the Student ID number (SASID). This number is obtained from the local educational agency's Student Information System.

- **Column 3 – Grade:** Enter the student's grade.

- **Column 4 – Last name:** Enter the student's full last name, including hyphenated names. For example, if the student's last name is Smith-Jones, enter the full name "Smith-Jones" not "Smith" or "Jones."

- **Column 5 – First name**: Enter the student's full first name.

- **Column 6 – Date of birth:** Enter the student's date of birth.

- **Column 7 – School:** Enter the school attended by the student.

- **Column 8 – Direct Certification list code:** Enter the student's direct certification code. Do not include Reduced Medicaid (RM). For a list of codes, refer to "Direct Certification Codes for CEP Student Identification List" on page 3.

- **Column 9 – Actual date certified as listed on the Direct Certification list or date certified through extended eligibility:** Enter the actual date certified as listed on the Direct Certification list or the date certified through extended eligibility through April 1, 2025.

- **Column 10 – For extended eligibility only, list the name of student who confers eligibility to the student listed in columns 4-5:** Do not complete this column if extended eligibility does not apply. For **extended eligibility only**, enter the name of student who confers eligibility to the student listed in columns 4-5. For example, Nathan Chen is listed in columns 4-5. His eligibility is conferred through his brother, Samuel Chen. List Samuel Chen is this column.

- **Column 11 – Comments:** Add any information to assist the CSDE with locating the student or confirming eligibility, e.g., extended eligibility, hyphenated last name, and change of legal name.

Direct Certification Codes for CEP Student Identification List

Approved codes

- FS =   SNAP (Supplemental Food Assistance Program)
- AF =   Temporary Food Assistance (TFA)
- FM =   Free Medicaid
- OT =   Other

Codes for student names **not found** on the CSDE's Direct Certification List

- FSE =   Extended eligibility through SNAP
- AFE =   Extended eligibility through TFA
- FME =   Extended eligibility through FM
- H/R =   Homeless/Runaway
- F =   Foster
- HS =   Head Start
- V =   Validated via case number or approval by local official

Step 3

Name the document "CEP Student Identification List."

Step 4

Upload the document to the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System).

For more information, visit the Connecticut State Department of Education's (CSDE) CEP webpage or contact the school nutrition programs staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cep/cep_student_identification_list_instructions.pdf.